



**Guru Gobind Singh Indraprastha University**  
(A State University established by the Government of NCT of Delhi)  
Sector 16-C, Dwarka, New Delhi 110078

## ACADEMIC AUDIT PROFORMA

**Academic Session: 2024-25**

Institution Name: INSTITUTE OF INNOVATION IN TECHNOLOGY AND MANAGEMENT

Date of Audit: 24/11/2025

Members of the Academic Audit Committee:

- (i) Dr. DEEPTI PRAKASH (ii) Prof. Kawita Chauhan
- (iii) ..... (iv) .....
- (iv) ..... (v) .....

A. Institute Information		
Name of the Institution	: Institute of Innovation in Technology & Management	
Name of the Director/Principal	: Prof. (Dr.) Monika Kulshrestha	
Address	: D27&28, Institutional Area Janakpuri New Delhi - 110058	
	Mobile No. (Director/Principal)	: 9560440393
	Telephone No. (Institution)	: 28520890/94
	Email ID	: director@iitmjp.ac.in
	Institution website URL	: www.iitmjp.ac.in

B. Details of Academic Programmes								
(a)	Academic Programmes							
S. No.	Programme	Start Year	Regulatory Body	Sanctioned Intake in the Assessment Year			Total Students (for all years)	
				1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	Total	3 years	4 years
1.	BBA	2009 2016		120 60	120 60	360	1080	1440
2.	BCA	2009 2012		60 30	60 30	240	720	960
3.		2016		30	30			
4.	B.Com(H)	2013		60	60	120	360	480
5.		2014						
6.								
7.								
8.								
9.								
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures).							
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures).							

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1. Status of Accreditation			
1(a) Applicability of Accreditation:			
NBA Only	:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
NAAC Only	:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
NBA and NAAC	:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1(b) Status of Accreditation			
NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	N.A. as only UG programs.	
NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	yes	
NBA and NAAC (Out of 50, if both NAAC & NBA accreditation are applicable and marks would be awarded as per availability of accreditations, out of total of '25' marks each for NBA and NAAC)	:		
			Marks (Max. Marks: 50)
			50

2. Status of Teachers' Availability							
As per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, NMC, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.							
2(a) Total No. of Students							
In UG	:	1931 (2021-25)					
In PG	:	NA					
2(b) Number of Regular* Teachers							
In UG	:	96 + 12 (visiting)					
In PG	:	-					
In UG and PG	:						
Total	:	108					
Teachers' Ratio							
S. No.	Programme(s) and duration (in Years)	Sanctioned Intake x duration of the programme = total students (a)	No. of Required Teachers (b)	No. of Regular* Teachers Available			Student-Teacher Ratio (a/(c+d))
				Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Cadre Ratio (d:c)	
1.	B.Com (M)	60 x 3 = 180	09	6	3		
2.	B.Com (E)	60 x 3 = 180	09	6	3		
3.	BBA (M)	180 x 3 = 540	27	18	9		
4.	BBA (E)	180 x 3 = 540	27	18	9		
5.	BCA (M)	120 x 3 = 360	18	12	6		
6.	BCA (E)	120 x 3 = 360	18	12	6		
7.							
Total		2160		72	36	2160/108	
						Marks (Max. Marks: 115)	
						100	

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\*Teacher who stayed for 90% of the time in a year.  
 Marks be awarded proportionate to the status of the faculty, for Required vs. Available.  
 Visiting / Adjunct Faculty shall be counted as per the norms.  
 List of faculty should be uploaded on website under mandatory disclosures.  
 If Student-Teacher Ratio is as per statutory body, Give full 65 marks, else give proportionate marks and if less than 50% give 0 marks.  
 If cadre ratio is as per statutory body, give full 50 marks, else give proportionate marks.

### 3. Quality of Teachers and Teaching

	No.	Details	Marks
3(a) No. of teachers with Ph. D. (awarded)	47	50% of total teachers are not PhD	8
3(b) No. of publications only in WoS/SCOPUS/PuBMed (UGC CARE Category-II) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P1	10	N=22 M1 = 10/22 X 25 = 11.3 M2 = 12/22 X 25 = 13.6 M3 = 0 11.3 + 9.52 + 0 = 20.82	20.8
No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2	12		
No. of publications only in any referred journal other than the above indexing (with ISSN No.) in the assessment year (List to be uploaded under mandatory disclosures) P3	0		
3(c) (i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)			
• Indexed by WoS/SCOPUS	-		
• With ISBN Number	44		7
• Any other	-		
(ii) No of Patents Published/Granted	5		5
3(d) No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	8		6
3(e) Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year			10
3(f) No. of courses on Learning Management System (LMS) Software other than youtube, ppt, etc. (List to be uploaded under mandatory disclosures)			8
3(g) Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)			10
3(h) Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)			10
			<b>Marks</b> (Maximum Marks: 100) <b>84.8</b>
List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures			

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4. Institutional Support for Faculty Development		
	Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher with implementation, etc. (Upload report)	10
4(b)	Documentary evidence of mechanism and its utilisation for grant of study leave to teachers with full pay for faculty to pursue higher studies at other institutions (Upload report with List)	8 <i>no proof of full pay paid to faculty for higher studies</i>
4(c)	Documentary evidence of grant of funds to teachers to attend conferences, or seminars, or FDP, or workshops, etc. including registration fee, TA/DA, and grant of special casual leave or duty leave for this purpose (Upload report with List)	10
4(d)	Individual computing facilities with Internet provided to teachers	10
		<b>Marks</b> (Maximum Marks: 40) <b>38</b>

5. Framework for Students' Grievance Redressal Mechanism		
	Details	Marks
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and its compliance with UGC's Regulations 2012 (Upload List with notification)	10
5(b)	Whether the Grievance Redressal Committee has elected students representative?	10
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained (upload relevant minutes)	15 <i>minutes on students grievance??</i>
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors (Upload List with schedule and notification)	20
5(e)	Whether the institute has published/notified prominently the details of SGRC on website	20
5(f)	Whether students are satisfied with the effectiveness of the SGRC (upload survey report)	8 <i>satisfaction survey?</i>
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	10
		<b>Marks</b> (Maximum Marks: 100) <b>93</b>

6. Institutional Support for University Examinations (during the Assessment Year)		
	Details	Marks
6	Percentage of faculty participation in university examinations as evaluators / university representatives	30
		<b>Marks</b> (Maximum Marks: 30) <b>30</b>

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### 7. Status of Library

7(a) <b>Books</b>						
Total Books Added During the year:..... Total Volumes Added During the Year:.....						
S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	BCA	595	9533			
2.	BBA	937	12047			
3.	BCom	457	4481			
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
<b>Total Score</b>						
<b>Marks</b> (Maximum Marks: 70)						70

7(b) <b>Journals</b>					
No of Journals Added or Discontinued during the year: Added..... Discontinued.....					
Does the Journals cover all the disciplines offered by the College: Yes/No					
Upload the list of all Journals under mandatory disclosures.					
S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks
1.	Indian	a = 15	a/12 =	1.25	
2.	International	b = 4	b/3 =	1.3	
<b>Marks</b> (Max. Marks: 30)					30
<b>Total Marks</b> [7(a) + 7(b)] (Max. Marks: 100)					100

### 8. Status of Laboratories

			Details	Marks
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.	
	(i)	Number of Labs	05	not done (Upload the images of the labs with list under mandatory disclosures)
	(ii)	Status of Instruments / Equipments	✓	
	(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)	✓	
<b>Marks</b> (Max. Marks: 50)				45
8(b)	Status of Computer Labs (UG: 1 per 6 students; PG: 1 per 3 students across all years or as per statutory body)			
	(i)	Total Number of computers available in labs	355	
	(ii)	Total number of available licensed software required	08	

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	as per course curriculum (as required by statutory body)		
(iii)	Quality of Internet connectivity	yes	
			<b>Marks</b> (Max. Marks: 50) 50
			<b>Total Marks</b> [8(a) + 8(b)] (Max. Marks: 100) 95

**9. Co-Curricular Activities Conducted by the Institution (Assessment Year)**

9(a)	Conferences Organized <i>(Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)</i>	No.	Details	Marks
	International / National Conferences	:	4	20
	Proceedings are indexed with WoS / SCOPUS	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings with ISBN Only	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings without ISBN	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9(b)	<b>Seminars Organized</b> (02 Half Day Seminars may be considered as One Full Day Seminar). Brochures, Resource persons/session chairs to be provided under disclosures. <b>Guest Lectures not to be included.</b>			
	No. of One Day Seminar	:	9	10
	No. of Half Day Seminar	:	4	
9(c)	<b>Faculty / Management Development Programme Organized</b> (At least one week/5days duration). Details to be provided with Brochures, Resource persons, etc. under disclosures. <b>Guest Lectures not to be included</b>			
	FDP/MDP	:	2	20
9(d)	<b>Workshops Organized</b> (Details to be provided with Brochures, Resource persons, etc. under disclosures. <b>Guest Lectures not to be included</b> )			
	No. of Workshop	:	21	10
9(e)	<b>Short Term / Value Added Programmes Organised</b> (Details to be provided with Brochure, Participants, etc. under disclosures)			
	No. of Programme	:	7	10
9(f)	<b>Webinars / Online Extension Lectures Organised</b> (Details to be provided under disclosures)			
	No. of Lectures	:	14	10
				<b>Marks</b> (Max. Marks: 100) 80

**10. Publications of the Institutions**

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	:	02	15
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publisher	:	Self	
	Indexed at WoS/SCOPUS	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Indexed in UGC-CARE	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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	Any other Indexing (please specify)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2		
	No indexing	: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
10(b)	<b>Publication of Newsletters and Magazines</b>				
	Magazine	: 3	20		
	Frequency	: Monthly / Quarterly / Half Yearly / Yearly			
	Publication Type	: <input checked="" type="checkbox"/> Print <input type="checkbox"/> Online			
	Newsletter	: 3			
	Frequency	: Monthly / Quarterly / Half Yearly / Yearly			
	Publication Type	: <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Online			
				<b>Marks</b> (Max. Marks: 40)	35

### 11. Students' Personality Development Activities

11(a)	<b>Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.</b>				
	<b>Activities</b>	<b>No.</b>	<b>Details</b>	<b>Marks</b>	
	Mock Interview	: 43		10	
	Role Play	: 7			
	Group Discussion	: 43			
	Workshop	: 7			
	Competition	: 24			
11(b)	<b>Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors</b>				
	Personality development labs	: yes			
	Availability of trained faculty to conduct practical sessions	: yes			
	Existence of NSS/NCC Technical and Cultural Clubs/Societies	: yes		10+5	
11(c)	<b>Sports facilities in the Institutions</b>				
	Indoor facilities	: yes	maintained near ground	8	
	Outdoor facilities	: yes			
	Sport Equipments	: yes			
				<b>Marks</b> (Max. Marks: 35)	33

### 12. Status of Placement

		<b>No.</b>	<b>Details (Student wise placement list)</b>	<b>Marks</b>
(i)	Total No. of Students having Passed out (in that Assessment Year)	: 538		

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(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	322		
(iii)	Total No. of students going for Higher Education (b)	:	132		
(iv)	Total No. of Students having been placed (c)	:	322		
(v)	Total No. of Students placed + Higher Education (d=b+c)	:	454		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	:	454/322*100		45
(vii)	No. of companies visited the campus	:	50		
(viii)	Average salary offered	:	4.64		
(ix)	Existence of training and placement office with TP Officer	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)			only 4 activities	4
<b>Marks</b> (Max. Marks: 60)					49
Note: Eligible and registered students shall be considered as total count of students to be placed					

### 13. General Parameters about the Institution

Upload pictures under mandatory disclosures on the website			Details	Marks
(i)	Individual seating arrangements for faculty with suitable furniture	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(ii)	Institution Website URL	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)	Common rooms for girls (separate)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iv)	Cleanliness of toilets	:	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad	
(v)	Students' canteen and drinking water arrangements	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Marks</b> (Max. Marks: 30)				30

### 14. Other Facilities Available in the Institute (Based on Feedback)

		Details	Marks	
14(a)	Feedback from the Faculty/Employers Collected: Analysed: Action taken: (on parameters like salary as per norms, leaves, research facility, recognition of their contributions, their respect, promotions, and overall academic environment). Details of Feedback analysis and action taken if any to be provided under disclosures.	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	20
14(b)	Feedback from the Students/Alumni Collected: Analysed:	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	20

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Action taken: (on parameters like teaching environment, regularity of classes, availability of teachers outside classes, support for conducting extra – curricular activities such as field visits, cultural festivals etc., administrative support, career guidance, counselling, support for training and placements, and student’s interaction with experts from industry and academia) <i>Details of Feedback analysis and action taken if any to be provided under disclosures.</i>				
				<b>Marks</b> 40 (Max. Marks: 50)

### 15. Removal / Completions of Identified Deficiencies

Removal / Completions of deficiencies, as identified in previous Academic Audit (If last year, there was no audit, then no marks to be awarded, and the maximum marks component of this parameter not to be counted in total marks). Only deficiencies, as deviations from the standard norms, to be considered.

		No.	Details	Marks
(i)	No. of deficiencies identified in last report (a) :			
(ii)	No of deficiencies removed / completed (b) :			
				<b>Marks</b> 50 (Max. Marks: 50)

### 16. Summary of Marks

S. No.	Name of the parameters	Maximum Marks	Marks Obtained	Remarks
1.	Status of Accreditation	50	50	
2.	Status of Teachers’ Availability	115	100	
3.	Quality of Teachers and Teaching	100	84.8	
4.	Institutional Support for Faculty Development	40	38	
5.	Framework for Students’ Grievance Redressal Mechanism	100	93	
6.	Institutional Support for University Examinations	30	30	
7.	Status of Library	100	100	
8.	Status of Laboratories	100	95	
9.	Co-Curricular Activities Conducted by the Institution	100	80	
10.	Publications of the Institutions	40	35	
11.	Students’ Personality Development Activities	35	33	
12.	Status of Placement	60	49	
13.	General Parameters about the Institution	30	30	
14.	Other Facilities Available in the Institute	50	40	
15.	Removal / Completions of Identified Deficiencies	50	50	
<b>Total Marks</b>		<b>1000</b>	<b>907.8</b>	
<b>Percentage (%age) Obtained</b>			<b>90.78%</b>	

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**18. Deficiencies Identified** (only deviations from the standard norms, to be mentioned here):

S. No.	Details of the identified deficiencies
1.	① Paper publications in Scopus/wos indexed journals
2.	② feedback from faculty & students to be analyzed
3.	③ student entrepreneurial activities to be converted
4.	④ to startups.
5.	④ Support faculty for higher studies

**19. Overall Observations and Recommendations**

S. No.	Observations and Recommendations
1.	① Create a culture of research by encouraging faculty to organize conferences and publish good papers.
2.	
3.	
4.	② Analyzing feedback of faculty & students will help in coming up policies for the institution
5.	
6.	
7.	

**Name and Signature of the Members of Academic Audit Committee**

(i) Dr. Deepthi Bhatnagar (ii) Prof. Kavita Chauhan  
 (iii) ..... (iv) .....  
 (v) ..... (vi) .....